

**Your 2 hour birthday party package includes:**

- Decorated private party room for up to 15 children and 15 adults
- An Exploration Place “Trained Brain” to facilitate your party
- Hands on interactive science demonstration
- Admission to The Exploration Place for your guests
- A pass for 1 free return admission for each child at your party

**What you can bring**

- Birthday Cake (please no candles)
- Lunch
- Drinks
- Cups and Plates

**General information**

- Bookings are limited and will be treated on a first-come, first-served basis
- A \$20 non refundable deposit is required at the time of booking
- A minimum of 1 adult must attend the party, and be responsible for the children at the party at all times (including during their gallery exploration)

**Cancellation/Refund Policy**

- Cancellations received 14 days or more prior to the Birthday Party date are refundable less a \$20 administration fee. There are no refunds for cancellations with less than 14 days notice.

**What time should I arrive and where do I meet the “Trained Brain”**

Please check in with the Front Desk 15 minutes prior to your party time. Your “Trained Brain” will be awaiting your arrival.

**What happens with late arrivals?**

Guests arriving late must check in with Front Desk. We will arrange to have them escorted to the appropriate party room.

**Do you provide birthday cakes?**

We do not provide birthday cakes.

**Are sparklers or candles allowed?**

Please **do not bring sparklers or candles**, as they may cause the sensitive fire alarm to activate.

**Do I need to bring room decorations?**

No, the party room is already decorated with cheerful birthday theme décor. Additional decorations are permitted.

**Do you provide loot bags?**

We do not provide loot bags. Should you choose to provide loot bags, please feel free to add the free gallery admission for a return visit for each child that we provide to your loot bags.

**Can I add extra people to my Birthday Party Booking?**

Due to the size limits of our Birthday Party rooms, we can only take a maximum of 15 children and 15 adults.

**Can we store our belongings in the party room while we explore the Galleries?**

No, all personal belongings must be removed from the party room at the end of your designated party time as other activities may be scheduled in the same room later that day.

**Who is responsible for the children during the birthday party?**

You are. Our staff are available to lead the hands-on activities and assist you during your birthday party, but you are responsible for monitoring the behaviour and whereabouts of the children at your birthday party at all times, including when they explore our galleries.

**Do I need to clean up afterwards?**

Leave the party preparation and clean up to us! Relax and enjoy the party with your child and guests!

**Sample Birthday Party Agenda**

**LEARNING CENTRE PARTY**

<b>10:00-12:00 Party</b>	<b>12:30-2:30 Party</b>	<b>3:00-5:00 party</b>	<b>Activity</b>
9:45 am	12:15 pm	2:45 pm	Welcome at Front Desk
10:00 am	12:30 pm	3:00 pm	Set up in Birthday Room
10:15 am	12:45 pm	3:15 pm	Hands on Science Program
10:45 am	1:15 pm	3:45 pm	Cake, Presents, Gallery Time
12:00 pm	2:30 pm	5:00 pm	Party Ends

**PRE SCHOOL CENTRE PARTY**

<b>10:15-12:15 Party</b>	<b>12:45-2:45 Party</b>	<b>3:15-5:15 party</b>	<b>Activity</b>
10:00 am	12:30 pm	3:00 pm	Welcome at Front Desk
10:15 am	12:45 pm	3:15 pm	Set up in Birthday Room
10:20 am	12:50 pm	3:20 pm	Cake, Presents, Gallery Time
11:45 am	2:15 pm	4:45 pm	Hands On Science Program
12:15 pm	2:45 pm	5:15 pm	Party Ends

***I, the undersigned, have read and understand all of the above information, and agree to these terms for my birthday party booking.***

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**